The Commonwealth of Massachusetts Department of Public Safety One Ashburton Place, Room 1301 Boston, Massachusetts 02108-1618 Phone (617) 727-3200 Fax (617) 727-5732 TTY (617) 727-0019 www.mass.gov/dps

Record Request Form

The Department of Public Safety ("Department") requests that all record requests be in writing. Please provide the following information:

Name and contact information of requester:	Address where records should be sent:			
Name:	Address:			
Company:	City/Town:			
Phone:	Zip:			
Fax:	E-Mail:			
E-Mail:	Fax:			
Requested documents (please be specific and use back of form if needed):				

Fees:

Pursuant to M.G.L. c. 66, § 10, a custodian may charge \$0.20 per page for photocopies and \$0.50 per page for computer printouts. The Department charges \$5.00 for records contained on disc. Additionally, the custodian may charge the hourly rate of the lowest paid employee capable of searching and segregating the documents. *See* 950 CMR 32.06(1)(c).

Exempt Documents:

All records in the possession of the Department are considered public records; however, under M.G.L. c. 4, \S 7(26) the Department must withhold certain information.